



# ROUNDSTONE

TURNING RISK INTO RESULTS

## **Position:** Roundstone Internship

Founded in 2003, Roundstone is not your typical insurance company. We're on a mission to help employers save on healthcare benefits so they can put those savings towards bettering their businesses and taking care of their employees.

## **Role Description**

This eight-week internship offers a comprehensive introduction to the self-funded insurance industry. Interns will have the opportunity to gain hands-on experience through one of two specialized tracks:

1. **Track 1** – Rotations through Underwriting, Claims, Accounting, and HR Legal/Regulatory.
2. **Track 2** – Rotations through Customer Experience, Technology, Sales, and Marketing.

This program provides valuable industry exposure, professional development, and the chance to work alongside experienced professionals in a dynamic and collaborative environment. A consulting report will be developed by the intern with insights arising from their experience with the company and each discipline.

## **Key Duties & Responsibilities**

- Support team members in daily operations and ongoing projects.
- Participate in meetings, brainstorming sessions, and team discussions.
- Collaborate with different departments to gain a well-rounded experience.
- Handle administrative tasks such as organizing documents, data entry, updating records, and responding to emails.
- Complete various onboarding trainings to become familiar with the self-funded insurance industry.
- Perform other duties as assigned by the supervisor.

## **Skills and Qualification**

- Enrolled as a rising junior or rising senior at an accredited university.
- Strong communication and interpersonal skills.
- Ability to work independently and in a team environment.
- Proficiency in Microsoft Office
- Eagerness to learn and adapt to new challenges.
- Strong organizational skills and attention to detail.

## **More About Roundstone**

Headquartered in Rocky River, Ohio, Roundstone is regularly recognized as a Northeast Ohio Top Workplace by the Plain Dealer and cleveland.com. We are especially proud to be recognized as a Top Workplace since this honor is determined by anonymous feedback from our own employees. Roundstone employees enjoy a supportive workplace where they are engaged, valued and regularly

recognized for their hard work at monthly company meetings. Roundstone's core values are evident every day and are shared with the community through the sponsorship of community events and outreach.

#### *Our Core Values*

- Live well: Be healthier and bring positive energy to all you do.
- Work smarter: Get things done, better.
- Own it: Accountability is your middle name. Be on time, do what you say, and finish what you start.
- Be intellectually curious: Always be learning. See opportunity everywhere and have a drive to know.

Culture and fit are integral to success and in an effort to achieve a better match both from a candidate's perspective and our organization, please take a minute, click on the link and take the really brief survey:

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Roundstone Insurance we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles.